



On the left hand menu of the organization profile page or the member profile page, click **Reports** to bring up the main reports page.

The screenshot shows the Myscouts.ca website for the 1st Expedition Group. The left-hand menu has a red arrow pointing to the 'Reports' link. The main content area displays organization details, contact information, and a table of child organizations.

Organization Name	Organization Sub Type	Status
1st Expedition Colony	Beaver Colony	Active
1st Expedition Company	Venturer Company	Active
1st Expedition Crew	Rover Crew	Active
1st Expedition Pack	Cub Pack	Active
1st Expedition Troop	Scout Troop	Active
Joanne's colony	Beaver Colony	Inactive

In the Reports page, click **View Report >>** adjacent to Membership Listing

The screenshot shows the Myscouts.ca website for Paul Johnsen. The left-hand menu has a red arrow pointing to the 'Reports' link. The main content area displays a list of reports, with a red arrow pointing to the 'View Report >>' link next to the Membership Listings report.

Report Name	Description
Membership Listings	Generates a list of members used for meetings, mailing lists, and emails. Can be filtered by member status, type, role, and organization. <a href="#">View Report &gt;&gt;</a>
PRC VSS Expiry Listing	Generates a list of members with screening information and can be used to identify members whose PRC or VSS is expiring within a time period set by the user. Results can be filtered by member status, type, PRC and VSS expiry dates, and organization. <a href="#">View Report &gt;&gt;</a>
Training Listing	Generates a list of training courses associated with members to find who has specific training courses. <a href="#">View Report &gt;&gt;</a>
Batch Detail Report	Generates a list of batches and associated invoices by registration year broken down by group, council and national fee. Use in conjunction with the discount/subsidy information in the Batch Summary Report to reconcile registration and financials over a selected period of time. <a href="#">View Report &gt;&gt;</a>
Outstanding Training	Generates a list of members who have yet to complete a selected training course. Best used for determining the members in an organization who have not yet fulfilled training requirements. <a href="#">View Report &gt;&gt;</a>



To run the report,

- 1) Select an organization
- 2) Use default values or select your own filter values
- 3) Select Run Report

The screenshot shows the 'Membership Listing' page in the SSRS Reports Module. The page has a header with the Scouts Canada logo and navigation links: ABOUT, MYSCOUTS INNOVATION, TRAINING, and CONTACT US. The main content area contains a form with the following fields:

- Organization: Scouts Canada
- Child Organizations: All
- Member Status: Active, Pending, Not Renewed
- Member Type: All
- Scouting Role: All
- Primary Organization: Primary
- Active Date: 07/18/2012
- Output Format: To Screen

Below the form are two buttons: 'Run Report' and '« Choose A Different Report'. Red arrows point from callout boxes to these elements:

- Callout 1: 'Select the organization where you want to run the report.' points to the Organization dropdown.
- Callout 2: 'Use the default values or change these values in the drop down menus (detailed explanations of these are found below).' points to the Child Organizations, Member Status, Member Type, and Scouting Role dropdowns.
- Callout 3: 'Click 'Run Report' button to generate your membership summary.' points to the Run Report button.
- Callout 4: 'Click to return to the main reports page and run a different report.' points to the '« Choose A Different Report' button.

### Filters to customise the data returned.

By enabling a user to select values in certain fields, the reports in myscouts.ca give members the ability to customize each report according to specific needs.

**Organization:** Select your organization of choice from the drop down. If the list is long you can quickly jump to an organization by clicking the drop down and typing the first few letters of the name without pause.

**Child Organizations:** Select 'All' if you want a list of members from the organization selected above *and* all the organizations that are children of that organization. For example if you selected the 1<sup>st</sup> Rubber Boot Group above and you select "All" for child organizations, the report will list all members in the group and in all sections of the 1<sup>st</sup> Rubber Boot.

Select 'No' if you just want to print out a list of members of the group. That is, no members from the sections.



**Member Status:** Active; Pending; Not Renewed; Inactive; Decline Service; or Active, Pending, and Not Renewed.

The default is to return a summary of all active, pending, and not renewed members. The report will also produce a summary of only one status. For example, select pending to produce a summary of only pending members.

**Member Type:** The default is to produce a member list with all member types. Alternately you can print a list of either all volunteer, or participants. This is the member type that corresponds to the member role.

**Scouting Role:** The default is to produce a member list with all member roles. Alternately you can print a list which has only one scouting role.

**Primary Organization:** The default is 'Primary' which will print a list of all members only in their primary roles and organizations. If you select 'All' the report will print a list of members in all their organizations. For example if a volunteer's primary role is group registrar but they are also registered as a Beaver Leader then the primary list will only show their primary role of group registrar. If you select all then the member will appear twice in the list – once in the group as a registrar and once in the section as a leader.

Hint: if you are generating a list by role you will most likely want to have All in the Primary Organization option.

**Active Date:** The purpose of this is to be able to list membership for various time periods. For example, you can generate a list of members for this year or a list of members that are registered early for next year.

To produce a list of members who are active for the 2011-2012 year insert the date 09/01/2011 (i.e. September 1, 2011).

To produce a list of members who are active for the 2012-2013 year insert the date 09/01/2012 (i.e. September 1, 2012).

If the date is left blank it will return all member roles that meet the other filters.

To produce a list of members for previous years the member status (actually the member role status) would be inactive. A member may have an active member for the current year but by definition all inactive member roles will be inactive.

**Output Format:** PDF; To Screen; Excel; Word

The default is to print to screen but you can also print the report directly to an excel file, pdf, or word document. If the report was run to screen you can also select the 'Print Report to send it directly to your printer.